



Federal Aviation  
Administration



# FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

## DESK REFERENCE GUIDE

SUBJECT: Batch Download / Batch Print Off Airport Correspondence

*\*You are not required to have a registered e-filing account*

**Prepared by  
CGH Technologies, Inc.  
600 Maryland Ave., SW Suite 800W  
Washington, DC 20024**

All references to software products remain the protected trademarks of their manufacturers. The instructions in this document may reference Microsoft application(s). This is not meant in any way to express a preference for any particular product since there are many different browsers, programs, and operating systems available to the user. For simplicity only, one brand/product is used in the examples that follow.



Federal Aviation  
Administration



## Batch Download or Batch Print Correspondence

To **batch download** or **batch print** correspondence documents from the OE/AAA website, select the link labeled **Download Correspondence** in the left side navigation. The **Download Correspondence** link is located under the **Obstruction Evaluation** section between Download Archives and the Circle Search for Cases links.

Obstruction Evaluation / Airport Airspace Analysis (OE/AAA)

faa.gov Tools: [Print this page](#)

Obstruction Evaluation Version 2015.2.0.474

Home

FAA OE/AAA Offices

View Determined Cases

View Interim Cases

View Proposed Cases

View Supplemental Notices (Form 7460-2)

View Circularized Cases

Search Archives

Download Archives

**Download Correspondence**

Circle Search for Cases

Circle Search for Airports

General FAQs

Wind Turbine FAQs

Discretionary Review FAQs

Notice Criteria Tool

DoD Preliminary Screening Tool

Wind Turbine Build Out

In administering Title 14 of the Code of Federal Regulations (14 CFR) [Part 77](#), the prime objectives of the FAA are to promote air safety and the efficient use of the navigable airspace. To accomplish this mission, aeronautical studies are conducted based on information provided by proponents on an FAA Form 7460-1, Notice of Proposed Construction or Alteration.

[Advisory Circular 70/7460-1K](#), Obstruction Marking and Lighting, describes the standards for marking and lighting structures such as buildings, chimneys, antenna towers, cooling towers, storage tanks, supporting structures of overhead wires, etc.

**OE/AAA Filing Process**

If your organization is planning to sponsor any construction or alterations which may affect navigable airspace, you must file a Notice of Proposed Construction or Alteration (FAA Form 7460-1) either electronically via this website or manually with the FAA.

**CLICK HERE**  
If you have received a post card

**CLICK HERE**  
for Instructions on how to E-file your proposal with the FAA

**If construction or alteration IS NOT LOCATED on an airport:**

File forms 7460-1 and 7460-2 electronically via this website - [New User Registration](#).

E-filing your proposal is preferred because

- It's the fastest, most accurate method to submit to the FAA and immediately assigns an aeronautical study number to your case.
- It establishes an electronic communications link with FAA and allows you to obtain project status and notifications directly from this site.

**ISO 9001:2008 Certified**

**If construction or alteration IS LOCATED on an airport:**

You may file forms 7460-1 electronically via this website - [New User Registration](#).

or

Find the [FAA Airports Region / District Office](#) having jurisdiction over the airport on which the construction is located, and file to that address.

When the Download Correspondence link is selected, the page will provide users the ability to enter a range of cases, using a year and region drop down menu; where a range of case numbers can be entering.

Obstruction Evaluation Version 2015.2.0.469

Download Correspondence

faa.gov Tools: [Print this page](#)

Download Correspondence - Desk Reference Guide V\_2015.1.0

Home

FAA OE/AAA Offices

View Determined Cases

View Interim Cases

View Proposed Cases

View Supplemental Notices (Form 7460-2)

View Circularized Cases

Search Archives

Download Archives

**Download Correspondence**

Circle Search for Cases

Circle Search for Airports

General FAQs

Wind Turbine FAQs

Discretionary Review FAQs

Notice Criteria Tool

DoD Preliminary Screening

- Download a consecutive range of ASN case correspondence.
- Enter a range of cases, provide your email address, and select if you want to Print or Download and save the correspondence.
- Note: You will receive an email at the address you provide from [noreply@faa.gov](mailto:noreply@faa.gov) when your Batch is prepared. The email will contain a link established specifically for your request that will be available for you to retrieve the correspondence for 24 hours. Once you access the link from the email notification it will be purged and no longer available.

**Select the Case Range for Download Correspondence**

From ASN: 2015 - AAL - - OE

To ASN: 2015 - AAL - - OE

Status: -

Correspondence Email:

[Download](#) [Print](#)



Federal Aviation  
Administration



Select the type of correspondence for download or print from the dropdown menu provided.

Search Archives  
Download Archives  
Download Correspondence  
Circle Search for Cases  
Circle Search for Airports  
General FAQs

Select the Case Range for Download Correspondence

From ASN: 2015 - AAL - OE

To ASN: 2015 - AAL - OE

Status: [dropdown menu]

The following choices are available:

- Determination (for Off Airport cases in Determined status)
- Extension (for Off Airport cases in Determined status with an extension pending)
- Notice (for Off Airport cases in Interim status)
- Circularization (for Off Airport cases in Circularized status)

An email address is required to send a message when the request is complete.

Search Archives  
Download Archives  
Download Correspondence  
Circle Search for Cases  
Circle Search for Airports  
General FAQs  
Wind Turbine FAQs  
Discretionary Review FAQs  
Notice Criteria Tool  
DoD Preliminary Screening

Select the Case Range for Download Correspondence

From ASN: 2015 - AAL - OE

To ASN: 2015 - AAL - OE

Status: [dropdown menu]

Correspondence Email: [text field]

Download Print

>If **Print** is selected the system will compile the requested correspondence into a **single pdf** so the user may print it.

>If **Download** is selected the system will create a **zip file** so the user can save the **individual pdfs**.

Search Archives  
Download Archives  
Download Correspondence  
Circle Search for Cases  
Circle Search for Airports  
General FAQs  
Wind Turbine FAQs  
Discretionary Review FAQs  
Notice Criteria Tool  
DoD Preliminary Screening

Select the Case Range for Download Correspondence

From ASN: 2015 - AAL - OE

To ASN: 2015 - AAL - OE

Status: [dropdown menu]

Correspondence Email: [text field]

Download Print

When all required information has been filled in and Print or Download has been selected a notification will be notified via email when your requested information has been prepared for you.

The email will contain a **link** to retrieve the information for downloading/printing. This link will only be valid for **24 hours** after you have been notified that your

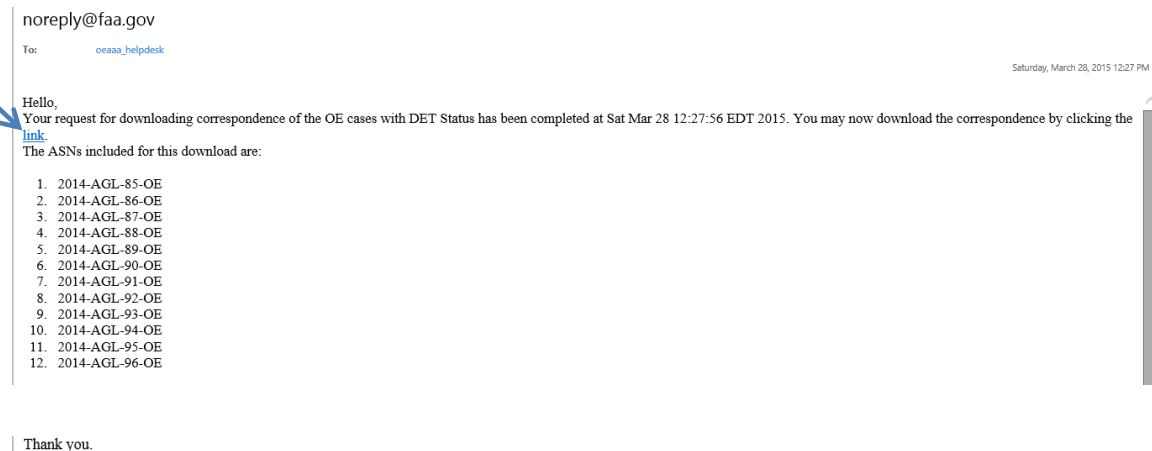


Federal Aviation  
Administration

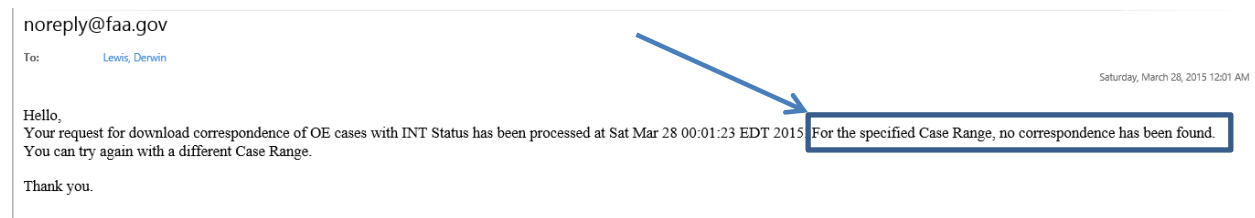


request has been prepared. **If the link expires you must submit a new request. You will only receive one email notification."**

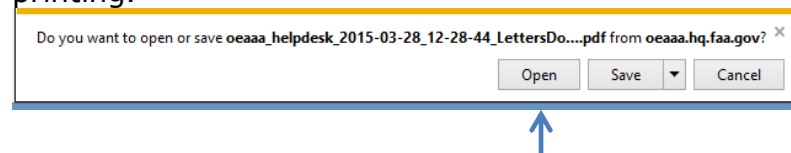
**Example Email: Off Airport Case Correspondence Ready for Download**



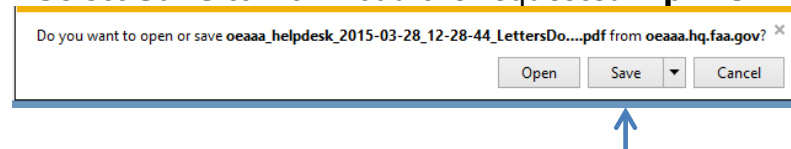
**Example Email: No Off Airport Case Correspondence Found for Download**



>Select **Open** to compile the requested correspondence into a **single pdf** for printing.



>Select **Save** to Download the requested **zip file** with the **individual pdfs**.





Federal Aviation  
Administration

